



**United States  
Fish & Wildlife Service**

**Memorandum**

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**Date**

**12/21/2004**

**From**

**AD - Budg, Planning & Hum Res**

**Subject**

**Non-SES 5-Level Performance Appraisal System**

In the all employee message of December 12, 2004, Service mandatory critical elements for supervisors and employees with information technology security responsibilities were provided as part of implementing the new 5-level system. Additionally, we informed you in the December 12 message that guidance and instruction to assist you in cascading a GPRA or mission critical goal into each employee performance plan would be issued mid-December. The Division of Human Resources and the Planning and Evaluation Staff are continuing efforts to provide such guidance and instruction.

Every employee's performance plan must include a critical element linked to a GPRA or mission critical goal or to one of the President's Management Agenda items if no GPRA or mission critical goal is applicable to an employee's performance requirements. As it remains the Service's goal to implement the 5-level system by January 1, 2005, or as soon as possible thereafter, we recommend the following options:

- Place employees under the new 5-level system on January 1, 2005, and annotate that the GPRA or mission critical goal will be added at a later date.
- Extend the 2-level plans beyond January 1, 2005, until GPRA or mission critical element is in place.
- Supervisors and managers that are able to identify a GPRA or mission critical goal at this time should proceed with cascading the goal into employee performance plans, and placing employees under the new 5-level system by January 1, 2005.

We anticipate that guidance and instruction on GPRA/mission-critical goals to be issued mid-January.

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*Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.*